



WEAKLEY COUNTY DEPARTMENT OF FINANCE

Shawn Francisco, Director of Finance

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March 16, 2016

Gentlemen:

The Weakley County Department of Finance will be receiving proposals  
for the following service for the Weakley County Office of Emergency Management:

**Web-Based Alert, Notification, Planning, Command,  
Control, & Communication System**

Attached please find a copy of the minimum specifications required. If you  
are interested, your request for proposal should be submitted in accordance with the  
attached instructions.

Thank you,

Shawn Francisco,  
Director of Finance

Enclosure

**WEAKLEY COUNTY, TENNESSEE  
REQUEST FOR PROPOSAL  
RFP #2016 – 17**

The Weakley County, Tennessee Director of Finance will be accepting requests for proposals for the following service for the Weakley County Office of Emergency Management:

**Web-Based Alert, Notification, Planning, Command,  
Control, & Communication System**

More information can be obtained from the Director of Finance Office, 8319 Highway 22, Suite B, Dresden, TN 38225 between the hours of 8:00 A.M. and 4:30 P.M.

Bids will be accepted **until 10:00 A.M., April 5, 2016**. RFP's should be sealed and marked on the outside of the envelope **"SEALED RFP # 2016- 17 – Communication System."**

RFP's may be hand delivered or mailed to:

Shawn Francisco,  
Director of Finance  
Weakley County, Tennessee  
8319 Highway 22, Suite B  
Dresden, TN 38225

The Weakley County Department of Finance is an Equal Opportunity Employer and does not discriminate based upon race, creed, national origin or gender.

**WEAKLEY COUNTY, TENNESSEE  
REQUEST FOR PROPOSAL  
RFP #2016 – 17**

**Web-Based Alert, Notification, Planning, Command, Control, & Communication System**

**I. Name of Soliciting Public Bodies:**

Weakley County Emergency Management  
7951 Hwy 22  
Dresden, TN 38225-0911

**II. Overview:**

The Weakley County Office of Emergency Management is requesting proposals for an alert, notification, planning, command, control and communications system to be used for daily operations, incident and event management, and for collaboration within and between agencies within Tennessee's Homeland Security District 9. The system needs to be web-based and not require the purchase of added servers or incur hardware integration expense. The system must provide multiple means for communicating with and between persons and agencies including interoperable radio communications. Authorized agency personnel need to be able to access the system 24x7 from any location via secure Internet connection or by telephone.

**III. Technical Requirements:**

- 1.) Solution needs to provide the ability to plan events, and responses to incidents and emergencies.
- 2.) Solution needs to provide a means for listing persons and agencies with contact information. Solution needs to allow for a large population of contacts (minimum 50,000 contacts)
- 3.) Solution needs to allow users and administrators to enter names and contact information and groups individually or via file upload or import (spreadsheets, csv, etc.).
- 4.) Solution needs to provide a means for planning, identifying, labeling and recalling groups of persons.
- 5.) Solution needs to provide a means ("tags") for quickly identifying and recalling persons with special skills, experience and abilities.
- 6.) Solution needs to support planning for roles and tasks such as defined by the U.S. Department of Homeland Security's National Incident Management System (NIMS) and incident Command System (ICS) guidelines.
- 7.) Solution needs to support both single and unified command structures for both planning and operational use.
- 8.) Solution needs to provide a means for creating tasks for persons and/or designated roles and responsibilities on an ad hoc basis.
- 9.) Solution needs to provide a means to build visual displays/organizational charts for planning and organizing of both planned operations and pre-planned incident responses. Displays need to be easily shared and immediately available to authorized persons via Internet access regardless of location.

**WEAKLEY COUNTY, TENNESSEE  
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- 10.) Solution needs to provide a single, secure file manager for storing, recalling and sharing of documents, files, maps, pictures and other electronic documents.
- 11.) Solution needs to allow recipients the full spectrum of rich media (audio, video, images and links) in alerts and notifications.
- 12.) Solution needs to provide a means for authorized persons to quickly send messages to recipients.
- 13.) Solution needs to provide ability to send real-time recorded alerts or pre-recorded alerts by phone and to send SMS messages and emails.
- 14.) Solution needs to provide text-to-speech capability.
- 15.) Recipients need to have the ability to respond to messages to acknowledge receipt.
- 16.) Solution needs to enable communications via land lines, cellphones, conference calls, SMS, email, and have an option for encrypted voice and video communications that is HIPAA compliant.
- 17.) Solution needs to not require installation or updates of any application on a user's computer.
- 18.) Solution will include initial on-site training, complete user manuals, and 24x7 technical support at no extra cost.
- 19.) Solution must support all major internet browsers and support for mobile devices.
- 20.) Solution must provide the capability to securely integrate public safety land mobile radio talk group connectivity for up to 12 disparate radio systems, and must enable 2-way voice communications to those systems from a cellular device.

Questions should be directed to: Jamison Peevyhouse, Director, Weakley County Emergency Management, 7951 Hwy 22, Dresden, TN 38225-0911, [jamisonp@gmail.com](mailto:jamisonp@gmail.com)

All proposals must be in a sealed envelope and clearly marked in the lower left corner: **"Sealed RFP# 2016-17- Communication System"**. Proposals shall clearly indicate the legal name, address and telephone number of the Proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and titled of the individual signing on behalf of the Proposer. All expenses for making proposals to Weakley County shall be borne by the Proposer. **All Proposals shall be received by 10:00 A.M. April 5, 2016.** Any proposal received after this time and date will not be considered. The Proposer has the sole responsibility to have their proposal received by the Department of Finance at the above address and by the above stated date and time.